

in files
B+C 3-1

16 March 1987

MEMORANDUM FOR C/NBCPD/NSEG/OIT
C/HSD/OS
C/FMD/OL

STAT FROM:

C/NBPO/OLSUBJECT: Installation of Cable, Carpet, Partitions
and Furniture for the New Headquarters Building

1. During the past several weeks, the New Building Project Office (NBPO) has been developing and assessing strategies for arranging and coordinating the carpet installation with the installation of cable, partial-height partitions, and furniture for the New Headquarters Building (NHB). We anticipate that construction of the NHB will be prioritized and the building will be delivered to the Agency in smaller sections paralleling our requirements to move critical components into the building. The delivery of smaller sections of the NHB will require greater coordination between OIT, NBPO, Security, GSA, and FMD in order to ready specific areas for occupancy in a short timeframe. At the present time, OIT is responsible for placing the communications and data cables in the NHB. NBPO is responsible for installing the carpet tiles. A subcontractor (Kofco) to the Bid Package 2 contractor is responsible for installing partial-height partitions, and FMD is responsible for installing furniture.

2. In reviewing various carpet installation strategies, we considered having one general contractor responsible for installing carpeting, partitions, and furniture. After meeting with FMD, Security, and GSA, the best strategy for installing the support systems necessary for occupancy in the NHB appears to be as follows. Once the Bid Package 2 contractor turns control of a section of the NHB over to the Agency, OIT will be contacted first and requested to install communications cables for specific areas of the building. This request will be coordinated with the Site Security Staff for the NHB so that appropriate measures can be taken to secure areas that will receive cabling. After the cabling has been installed, NBPO will schedule a separate contractor to install carpet tiles. NBPO will then contact Kofco and arrange the installation of partial-height partitions as our current drawings indicate. Once the partitions are in place, FMD will be contacted to arrange for the movement of furniture and people into the building.

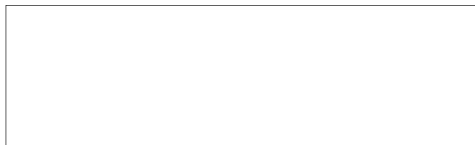
3. Throughout a majority of the NHB, cable, carpet, partitions, and furniture should be installed in the sequence described above. GSA has indicated that the Agency should be able to reach agreement with Kofco so that partitions are not installed until after the Agency has installed cable and carpeting. However, there will likely be a caveat in this

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agreement that all partitions have to be installed before the Bid Package 2 contractor demobilizes from Headquarters compound. Consequently, some of the areas that are delivered to us towards the end of the Bid Package 2 contract may have partitions installed before cabling and carpet can be put in place.

4. We also anticipate that a majority of the NHB will have cable, carpet, partitions, and furniture installed as our current plans indicate. FMD is planning to revalidate space in the NHB. As a result, we believe occupants of a particular work area may change, but that the configuration of most work areas will remain unchanged.

STAT



cc: D/OL
C/SS/NBPO

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